

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b>		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b>		<b>ARCHIVES AND HISTORY</b>	
Application Date		Div. Mental Health/Mental Retardation		Application Number	
2/17/83		Administrative Services Section		83-84	
Application Number		Management Information Systems Unit		Date Received	
83-2		Floyd Building-East Tower		FEB 28 1983	
		10th Floor- Room		Date Completed	
				MAR 17 1983	
2. Person to Contact			Working Title		Telephone Number
Jane Martin			Operations Analyst Associate		
Alan Ziglin			Unit Chief		656-7178
3. Action Requested					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercade; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)			
Earliest					
Latest					
1979		continuing			
		MH/MRIS - Monthly Inquiry Log			
6. Division and Office Function					
What is the function of the Division and the Office in which this record series is created?					
The Division of Mental Health and Mental Retardation administers the programs for mental health, mental retardation, and other developmental disabilities; alcohol and drug abuse; and conducts training and research. This Division is also concerned with community mental health, and the administration of the State mental hospitals; and rehabilitation and retardation centers State-wide.					
The Management Information System Unit is responsible for developing, operating, and maintaining the input and operation functions of the computerized Mental Health and Mental Retardation Information System and; overseeing the requirements analysis, general and detailed design and implementation of future computerized information systems and to develop, operate and maintain these systems once they become operational.					
7. Records Series Description					
This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: maintaining a record of time frequency distribution and performance of functions for the Inquiry module.					
Included are: MH/MRIS- Monthly Inquiry Log- a computer report, which records the time frequency distribution and performance of functions for the Inquiry module.					
File is arranged: Chronologically by report date					
8. Monthly Reference Rate					
How often are records referred to which are:					
One to six months old 8 ; Seven to twelve months old 4 ; Thirteen to twenty-four months old 1 ;					
twenty-five months and older 0 ?					
9. Annual Rate of Accumulation or Records					
Letter-size drawers ; Legal-size drawers ; Shelves ; Other (Specify) 1 Cubic Foot					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? <b>Series consists of printout only</b>

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>4</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administratively, this file series is necessary to document the performance and function time distribution of the Inquiry module.

# 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☒ Transfer to State Records Center; hold 3 year(s); then

☒ Destroy

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Alan Z. Zepher</i>	2/17/83	<i>Paul V. Murphy Jr.</i>	2/17/83
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Thomas H. Smith</i>	3-11-83
		<i>Edward Weedon</i>	3/4/83
		<i>[Signature]</i>	3-15-83